



Participant information

Thank you for entering the Jingle Bell Jog & Fun Run! We are delighted that you have decided to be a part of this fantastic event to help raise funds for Rennie Grove Hospice Care.

Your **SPONSORSHIP MONEY IS CRUCIAL** to Rennie Grove Hospice Care's services. Every penny you raise really does make a difference to people suffering from cancer and other life-limiting illnesses. Just £25 could provide an hour of specialist nursing care and support.

THE EASIEST WAY TO RAISE SPONSORSHIP IS ONLINE so why not set up a [Just Giving page?](#) Please do not hesitate to contact the fundraising team if you need help with this.

Please also see our [sponsorship form](#) which you can print off and circulate to friends, family and colleagues. Please ask sponsors to tick the Gift Aid column if they are a tax payer and fill in their home address to enable us to claim back an extra 25p for every £1 raised. **Please reassure your sponsors that we will not contact them - we need their details for tax-reclaim purposes only.**

On the day

Venue: Waterend Barn, Civic Close, St Peters Street, St Albans, AL1 3LE

START TIMES: Fun Run - 11am; Jingle Bell Jog - 11.30am

You may collect your Santa hat or antlers between **9.30am and 11.15am**. Runners can register on the day although Santa hats and antlers are subject to availability. Festive face painting will also be available!

Please note that there will be nowhere to leave personal belongings – Rennie Grove can take no responsibility for any lost possessions.

PARKING: The nearest parking is available at Bricket Road, which is a pay and display car park. Limited parking is also available at 18 Upper Marlborough Road and there are [several other car parks](#) available in the city.

THE RUN: Please be considerate of other participants – especially children - and remember that this is a Fun Run not a serious race! The start point will be clearly marked and a warm-

up will take place 15 minutes before each race.

CLOTHING: Please wear layers as it is likely to be cold! Feel free to add your own accessories — the more creative the outfit the better and there is a prize for the most outrageous outfit! Please wear suitable footwear as this course will be entirely on pavements.

DOGS: This event is held in a public high street and along public footpaths, therefore if you bring a dog you must keep them on a short lead at all times. Dogs are not permitted to enter Waterend Barn (with the exception of guide/ medical assistance dogs).

REFRESHMENTS: You will be able to purchase drinks and food from The Waterend Barn, and a mince pie or snack will be available at the finish line!

HEALTH AND SAFETY: Please note that the roads are not officially closed and whilst our fantastic marshals will do their best to guide and look out for you they are not permitted to stop traffic so please keep your children and dogs close. We ask you to observe normal road practices and use the designated crossings when crossing the roads.

EMERGENCIES: St John Ambulance will be on hand on the day. If you have any problems during the run or come across anyone in difficulty, please call the emergency phone on 07952 167 642.

SPONSORSHIP: Please bring your sponsorship money and form with you on the day if you have already collected it, and hand it to a member of staff. Alternatively you may send it to us at: Rennie House, Unit 3, Icknield Way Industrial Estate, Tring, HP23 4JX. *Cheques should be made payable to Rennie Grove Hospice Care.*

CONTACT US: www.renniegrove.org/jinglebelljog E-mail: jinglebelljog@renniegrove.org
Tel: 01727 731 009. Search for us on **FACEBOOK** to keep up-to-date with all the latest news

Terms & conditions

General

- The Jingle Bell Jog starts and finishes at Waterend Barn, St Albans AL1 3LE
- All entry fees are non-refundable and non-transferrable.
- If you have registered for the Jingle Bell Jog (5km) or Fun Run (1.5km) and find that for any reason you are unable to take part please let us know as soon as possible. You must not give your place to anyone else and must return your sponsorship form. **Participant entry**
- Anyone registering children under 18 must ensure they have parental consent for each child to participate.
- The Fun Run is open to adults and children of all ages and the Jingle Bell Jog is open to adults and children over 10 years old.

Health and safety

- If you are in doubt about your health or have a medical condition that could be affected by exercise, you should obtain your doctor's approval before participating in the Jingle Bell Jog or Fun Run.
- By taking part in the event, you understand that Rennie Grove is not liable for your health or possessions before, during or after the event and that you participate at your own risk.
- We reserve the right to refuse entry to the event in our absolute discretion with no refund provided, if for whatever reason we consider a person unfit to take part.

Use of your information

- You confirm that you have permission from all members of your team (or their parent/legal guardian if they are under 18) to provide entry information (including information of a sensitive and personal nature) and to Rennie Grove using the personal data of team members (including emergency contact details) for the purposes of administering this event.
- We will share information about medical conditions with our onsite third party first aid providers in order to ensure your health and safety at the event. Third party providers do not retain this information after the event.
- Emergency contact and medical details will be deleted after the event.
- Please note that by entering this event and accepting these Terms and Conditions you give us permission to contact you for the purposes of communicating about this event. This permission will override any previous instruction you may have given us to "unsubscribe" your details from our database.
- We will add your contact details to our database and will send you news and fundraising information by post unless you have asked us not to.
- You are able to update your preference at any time by visiting the contact preference form on our website: www.renniegrove.org/preferences.
- Please address any questions, comments and requests regarding our data processing practices to Deborah Matthews, Rennie Grove Hospice Care, Rennie House, Unit 3, Icknield Way Industrial Estate, Tring HP23 4JX.

Filming and photography at event

- Rennie Grove wishes to use photographs, video footage, or other records of this event which may include images featuring you or members of your team. By taking part, you confirm that you grant Rennie Grove permission to use these images for any of its marketing purposes in all and any media, in their original format or edited or altered in any way which Rennie Grove thinks appropriate, and that you do not object to the storing and use of copies of the images.

Sponsorship money and donations

- You are not permitted to use any of the sponsorship money you raise to pay for your place or any expenses. ALL sponsorship must be given to Rennie Grove.
- The event is a sponsored charity fundraiser and by taking part you pledge to raise as much sponsorship as possible for Rennie Grove.
- Rennie Grove covers the cost of putting on this event and for this reason we do not allow people taking part to raise money for other charities.

Changes and last minute arrangements

- In case of unforeseen circumstances Rennie Grove reserves the right to cancel this event at any time and your entry fee will be refunded.